



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012-2713

TELEPHONE  
(213) 974-1801  
FACSIMILE  
(213) 626-7446  
TDD  
(213) 633-0901

ANDREA SHERIDAN ORDIN  
County Counsel

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

December 20, 2011

21 December 20, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**THE OFFICE OF COUNTY COUNSEL: RECOMMENDATION TO AUTHORIZE THE EXTENSION OF COUNTY CONTRACT NOS. 75739, 75738, and 75740 WITH DOCUMENT TECHNOLOGIES, LLC, MACRO-PRO, INC., AND KNOX SERVICES, LLC FOR PHOTOCOPYING AND RELATED SERVICES**

**SUBJECT**

Authorize the County Counsel or her designee to execute amendments to County Contract Nos. 75739, 75738, and 75740 (Services Agreements) with Document Technologies, LLC (formerly known as Unlimited Reprographics), Macro-Pro, Inc. (Macro-Pro) and Knox Services, LLC (Knox Services) to extend the term of each Services Agreement to February 29, 2012, with the option to further extend the term of each Services Agreement for up to two (2) one month renewal periods.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the County Counsel or her designee to execute amendments to County Contract Nos. 75739, 75738, and 75740 (Services Agreements) with Document Technologies, LLC (formerly known as Unlimited Reprographics), Macro-Pro, Inc. (Macro-Pro) and Knox Services, LLC (Knox Services) to extend the term of each Services Agreement to February 29, 2012, with the option to further extend the term of each Services Agreement for up to two (2) one month renewal periods.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Under Services Agreement Nos. 75739, 75738, and 75740 (Services Agreements) with Document Technologies, LLC (formerly known as Unlimited Reprographics), Macro-Pro and Knox Services

these vendors provide the County Counsel with photocopying and related services. The Services Agreements expire on December 31, 2011.

In March 2011, the County Counsel issued a Request for Proposals soliciting proposals from vendors to provide these services. The County Counsel has received proposals and is in the process of selecting a vendor, but will not be able to finalize and recommend a contract to your Board prior to the expiration of the Services Agreements on December 31, 2011.

In June 2011, the Board approved extension of these Services Agreements to August 31, 2011 with the option to further extend the term of the Services Agreements for up to four (4) one month renewal periods. Given that two proposers were disqualified due to non-responsive cost proposals, and scheduling difficulties with the committee members, we are unable to complete the solicitation process by December 31, 2011. After review of the evaluation documentation, and completion of the business and the cost evaluation process, we have scheduled presentation dates with the highest ranked proposers identified in the Request For Proposal process. However, we are unable to meet with two of the prospective proposers until after the Board Letter Filing deadline on December 8, 2011. Approval of this recommendation will allow for continued provision of photocopying and related services.

These services are necessary to ensure the department's ability to provide services to our clients. It would be detrimental to the County Counsel if the Services Agreements expire prior to when the department is able to recommend a contract to your Board. In approving the recommended action, the Board is authorizing County Counsel or her designee to extend each Services Agreement to allow Document Technologies, Marco-Pro, and Knox Services to continue to provide these services while County Counsel concludes the solicitation process.

### **FISCAL IMPACT/FINANCING**

With Board approval, the Services Agreements will be extended to February 29, 2012, with the option to further extend the term of each Services Agreement for up to two (2) one month renewal periods. Based on current usage under the Services Agreements, the estimated expenditures are \$25,589.37 till February 29, 2012 and \$25,059.16 if the two (2) one month renewal periods are exercised.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of each Services Agreement will end on December 31, 2011. The extension is necessary to meet the emergent need of the County Counsel's staff and to allow the department time to complete its solicitation process.

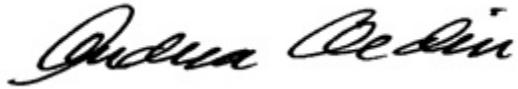
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action is anticipated to have no impact on current services.

**CONCLUSION**

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the County Counsel.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Sheridan Ordin". The signature is written in a cursive, flowing style.

ANDREA SHERIDAN ORDIN  
County Counsel

ASO:vs

c: William T Fujioka  
Chief Executive Officer

Sachi A. Hamai, Executive Officer  
Board of Supervisors